

**FULL BOARD TELECONFERENCE
MEETING MINUTES
of the
Montana State Electrical Board
301 South Park Ave
Helena MT 59601
Noon to 1:56 p.m.
October 7, 2021**

Due to the COVID-19 health emergency, all board meetings will be held by conference call. No outside participants or stakeholders will be allowed access in the building. Please attend by phone.

1. Call To Order - Establish Quorum - Introduction of Board & Staff Members Present (00:00:05) Mr. Harry Freebourn, President called the meeting to order at 12:09 p.m.

Members Present:

Mr. Harry Freebourn, Public Member, President
Mr. Derrick Hedalen, Journeyman Electrician, Unlimited Electrical Contractor
Ms. Staci Knuths, Public Member, Secretary/Treasurer
Mr. John Gordon, Journeyman Electrician
Mr. Rick Hutchinson, Master Electrician

Staff Present:

Mr. Jason Steffins, Executive Officer
Mr. Dan Baris, Board Counsel
Ms. Barb McAlmond, Administrative Specialist
Ms. Kelsey McElwain, Administrative Specialist
Ms. Traci Collette, Building Codes

Others Present:

Mr. Joe Burwick
Mr. Austin Rogers
Mr. Duane Wock
Mr. Keith Allen
Ms. Margaret Morgan
Mr. Jay Reardon
Ms. Lindsay Mitchell

2. Approval and Tentative Modification of Agenda Order (00:02:58)

Motion: (00:05:39) Mr. John Gordon moved to approve the agenda as presented. Mr. Staci Knuths seconded the motion. The motion carried unanimously.

3. Review Minutes (00:06:29)

a. July 14, 2021 – Full Board Minutes

4. Public Opportunity to Comment (00:06:53)

The presiding officer read the statement of public participation.

5. Board Action (00:07:34)

a. Department and Board Updates (00:07:41)

- i. Election of Board Officers – President, Vice President, and Secretary-Treasurer – Postponed from the July meeting**

PRESIDENT (00:11:00)

Motion: (00:12:37) Ms. Staci Knuths moved to appoint Mr. Derrick Hedalen as president. Mr. Harry Freebourn, Mr. Derrick Hedalen, Ms. Staci Knuths and Mr. Rich Hutchinson voted in favor of the motion. Mr. John Gordon voted against the motion. The motion carried.

VICE PRESIDENT: (00:14:16)

Motion: (00:14:17) Ms. Staci Knuths moved to appoint Mr. John Gordon as vice president. Mr. Derrick Hedalen seconded the motion. Mr. Harry Freebourn, Mr. Derrick Hedalen, Ms. Staci Knuth, and Mr. Rick Hutchinson voted in favor of the motion. The motion carried unanimously.

SECRETARY/TREASURER: (00:15:25)

Motion: (00:16:08) Mr. Harry Freebourn moved to appoint Ms. Staci Knuths as secretary/treasurer. Mr. Derrick Hedalen seconded the motion. Mr. Harry Freebourn, Mr. Derrick Hedalen, Ms. Staci Knuth, Mr. John Gordon and Mr. Rick Hutchinson voted in favor of the motion. The motion carried unanimously.

- ii. **Screening and Adjudication Panel Membership – Update (00:19:55)**
 - iii. **Mr. Todd Younkin, Department Administrator (00:24:31)** Mr. Jason Steffins presented Mr. Younkin's update summary.
 - iv. **Building Codes Update (00:28:26)**
 - 1. **Update from Building Codes: Building Codes Permit Report- Traci Collette (00:28:39)**
 - v. **Apprenticeship Bureau Update (00:35:33)**
 - 1. **Apprenticeship Report (00:35:37)**
 - vi. **Board Member Training – Review (00:46:36)**
 - vii. **Schedule 2022 Board Meeting Dates (00:57:47)**
 - January 20, 2022
 - April 21, 2022
 - July 21, 2022
 - October 20, 2022
- Motion: (01:02:55)** Mr. John Gordon moved to approve the above meeting dates for Screening Panel, Adjudication Panel and Full Board meeting for 2022. Ms. Staci Knuths seconded the motion. The motion carried unanimously.

b. Non-Routine Applications (01:03:20)

- i. **Mr. Joseph Burwick – Criminal Conviction Review (01:03:21)**

Motion: (01:15:02) Mr. Rick Hutchinson moved to approve Mr. Joseph Burwick to take the journeyman electrician exam. Mr. Derrick Hedalen seconded the motion. The motion carried unanimously.
- ii. **Mr. Timothy Skaggs – Military Experience Review (01:16:23)**

Motion: (01:24:44) Mr. Rick Hutchinson moved to approve Mr. Timothy Skaggs to take the journeyman electrician exam. Mr. Derrick Hedalen seconded the motion. The motion carried unanimously.

c. NERA (01:26:12)

- i. **NERA Conference – October 18, 2021 – Colorado – Zoom Call**

6. Executive Officer Reports (01:32:37)

a. Financial Report – FY22 (01:32:48)

b. Application and License issued reports 6/29 (01:42:48)

7. Adjourn (01:48:00) Mr. Harry Freebourn moved to adjourn the meeting at 1:56 p.m.. The motion carried unanimously.

The Department of Labor & Industry is committed to providing meeting access through reasonable accommodation under the Americans with Disabilities Act. Please contact the Board office at (406) 841-2300 prior to the proposed meeting date for further information.

New agenda items may be added up to “three business days” before the meeting. For the most accurate agenda, please consult the web site at www.electrician.mt.gov. The board may reorder the agenda at the beginning of the meeting.